



# COLORADO IMMUNIZATION INFORMATION SYSTEM (FOR READ –ONLY USERS)

July 2014



# ACCESS THE SYSTEM

Enter the CIIS URL/website address in your Internet browser:  
**https://ciis.state.co.us/ciis**

***Tip: Set the CIIS website as a Favorite and/or create a shortcut to your desktop.***



WELCOME TO THE  
COLORADO IMMUNIZATION INFORMATION SYSTEM  
**MAIN APPLICATION**

**If you forgot  
your password,  
click here to  
reset it.**

Please enter your username and password to access CIIS. Note that the password is case-sensitive. Click the "Log In" button to continue ...

User Name:

Password:

[Forgot your password?](#)

CIIS User Support: (888) 611-9918 Fax: (303) 733-7333  
CIIS General Mailbox: [CDPHE.CIIS@state.co.us](mailto:CDPHE.CIIS@state.co.us)  
[CIIS General User Login Page](#)

**Enter your CIIS User Name and Password and click the "Log In" button.**

***Note: The user name is not case sensitive, though the system will auto-convert it to all caps. The password is case sensitive. Password criteria will be discussed later in the training.***



# ICONS

- You will notice that CIIS uses several different icons throughout the system. To find out what these mean, just hover your pointer over the icon.

Search Results - 14 record(s)										
	ID	Name	Insurance	Gender	DOB					
●	444342	TEST, KALLIE ESTES PARK, CO 80517		F	05/27/2009					?
○	444393	TEST, KARA ANN 5566 IVY LN TRINIDAD, CO 81082		F	06/07/2006					
○	444716	TEST, KAREN 5678 HAPPY LN AURORA, CO 80016		F	06/06/2007					?
○	444715	TEST, KAREN 4455 PLATTE DR BLACK HAWK, CO 80422		F	06/07/2008					?
○	444713	TEST, KARI		F	06/07/2007					?
○	444831	TEST, KARIN 6071 WOODMEN RD CASTLE ROCK, CO 80109		F	06/07/2008					?
○	444832	TEST, KARIN 3456 TR AVE SALIDA, CO 81201		F	06/08/2008					?
○	444724	TEST, KATE E		F	05/04/2002					?

Patient has opted out of the Immunization Program



# PATIENTS MODULE LAYOUT

- Search
- Demographics
- Local ID's
- Programs
- Notes
- Precautions/Contraindications
- Events
- Duplicates



# SUCCESSFUL SEARCHES

## ◉ Searching for Patients


- It may take some time to adjust to doing effective searches:
  - Provide enough search criteria so that the number of patient records returned is manageable.
  - Don't put in so much criteria that an opportunity to find an existing patient record is missed.
- For example:
  - Entering a very limited search criteria could return 100's or 1000's of patient records.
  - Entering a very narrow search criteria, e.g. full first and last name plus a DOB could omit the record you're looking for if there is a typo or a last name change.
- A compromise would be to search by a specific ID (Unique CIIS ID, Local ID), by the first few letters of the first name and DOB, or by the first few letters of the first and last name (with the DOB as necessary to limit results).



# PATIENTS MODULE: PATIENT SEARCH

**Step 1: Click the “Search” option located in the Patients submenu to bring up the Patient Search screen.**

PROVIDER: TRAINING PR



Home  
Patients  
**Search**  
Demographics  
Local IDs  
Programs  
Notes  
Precautions/  
Contraindications  
Events  
Duplicates  
Immunizations  
Reports/Forms  
Settings

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WEL  
COLORADO IMMUNIZATION INFORMATION SYSTEM  
**\*\* TRAINING APPLICATION \*\***

**Default Provider/Clinic**

Provider  
TRAINING PROVIDER TYPE 2 FOR PHYLLIS TRAINING ONLY

Clinic  
TRAINING PROVIDER TYPE 2


**News**

[11/26/2012] - CIIS Training and connectivity resources

**CIIS Training and Connectivity Resources**

Do you need **in-depth** training on CIIS and a **visual guide** to use while learning the system? Have you participated in a live webinar and/or computer-based training module but just need a **little refresher**? **We have the resources for you:**

- [Technical Connectivity Guide](#) - use this before you start so that CIIS displays and functions properly on your computer
- [CIIS General User Training PowerPoint Guide](#) - a comprehensive training tutorial



**Help Icon**



# PATIENTS MODULE: PATIENT SEARCH (CONT'D)

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC



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Patients

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Precautions/

Contraindications

Events

Immunizations

Education

Inventory

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Settings

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## Patient Search

Enter criteria to search for patients and click "Search" to continue.

## Search Criteria

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
<input type="text" value="TEST"/>	<input type="text" value="KA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Previous Criteria"/>			<input type="button" value="Clear"/>	<input type="button" value="Search"/>

**Step 2: Enter your search criteria and click the "Search" button.**

**Note: The "Previous Criteria" button allows you to pull up the last patient you searched for without re-entering the criteria.**



# PATIENTS MODULE: SEARCH RESULTS

PROVIDER: TYPE 2 PROVIDER, CLINIC: TYPE 2 CLINIC

Welcome IMA TEST, Log Out



Home

## Patient Search

Enter criteria to search for patients and click "Search" to continue.

Immunization Record (Yellow Card)  
Patient Administrative Record  
College Certificate of Immunization  
School Certificate of Immunization (Page 1)  
School Certificate of Immunization (Page 2)

Identifier Type:  Identifier Value:   
First Name:  Middle Name:  DOB:  Gender:   
Criteria:  Clear Search

## Search Results - 7 record(s)

ID	Name	Insurance	Gender	DOB						
444342	TEST, KALLIE ESTES PARK, CO 80517		F	05/27/2009						?
444393	TEST, KARA ANN 5566 IVY LN TRINIDAD, CO 81082		F	06/07/2006						?
444716	TEST, KAREN 5678 HAPPY LN BONCARBO, CO 81024		F	06/06/2007						?
444715	TEST, KAREN 4455 PLATTE DR BLACK HAWK, CO 80422		F	06/07/2008						?
444724	TEST, KATE E		F	05/04/2002						?
444248	TEST, KATHY A 111 TEST LN DENVER, CO 80618		F	08/18/2009						?
444362	TEST, KAYLA 2222 HAPPY CANYON RD DENVER, CO 80237		F	06/07/2005						?

Demographics Local IDs Programs Precautions / Contraindications Notes  
Events Immunizations Education

You may add a new patient by clicking the 'New Patient' button. New Patient

Immunization Record (Yellow Card)  
Patient Administrative Record  
College Certificate of Immunization  
School Certificate of Immunization (Page 1)  
School Certificate of Immunization (Page 2)

- ? – Audit Information
- + – Precautions/Contraindications exist
- 📄 – Notes exist for patient
- 👤 – Opt-Out patient

**Step 1: Click the radio button to select your patient.**

**Step 2: Click the gray button that corresponds to the screen you wish to view.**

**Note: You must initially click one of the gray buttons to “activate” your patient in the system. After this, you may then use the links in the menu to navigate between screens for your selected patient.**





# PATIENTS MODULE: OPT-OUTS

If the patient you are searching for comes up in the search results as an Opt-Out, this indicates they chose not to have their immunization information entered into CIIS.

	ID	Name	Insurance	Gender	DOB								
	444342	TEST, KALLIE ESTES PARK, CO 80517		F	05/27/2009								
<input type="radio"/>	444393	TEST, KARA ANN 5566 IVY LN TRINIDAD, CO 81082	You do not have permission to work with this patient.										
<input type="radio"/>	444716	TEST, KAREN 5678 HAPPY LN BONCARBO, CO 81024		F	06/06/2007								
<input type="radio"/>	444715	TEST, KAREN 4455 PLATTE DR BLACK HAWK, CO 80422		F	06/07/2008								
<input type="radio"/>	444724	TEST, KATE E		F	05/04/2002								
<input type="radio"/>					08/18/2009								
<input type="radio"/>					06/07/2005								
		DENVER, CO 80237											

Opt-Out Icon

You will be able to see that they have opted-out, but will not be able to work with the patient's record.

Demographics

Local IDs

Programs

Precautions / Contraindications

Notes

Events

Immunizations

Education



# IMMUNIZATIONS MODULE

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC



- Home
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Contraindications
- Events
- Immunizations
- Reports/Forms
- Settings

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## Immunizations Home

Use this Screen to view

Immunization Record (Yellow Card)  
Patient Administrative Record  
College Certificate of Immunization  
School Certificate of Immunization (Page 1)  
School Certificate of Immunization (Page 2)

Printable immunization records and certificates are located at the top and bottom of the screen. Click on the certificate you want to print or save.

**View** TEST, KAYLA (444362) DOB: 06/07/2005

**Precautions / Contraindications ARE specified**

<b>DOB</b>	<b>Age</b>	<b>History of Varicella?</b>	<b>Date of Varicella</b>
06/07/2005	7Y 2M 9D	NO	

☐ **Recommended Immunizations for today, 8/16/2012 (7Y 2M 9D) ( 2627 days)**

Vaccine
Tdap
Hep A, Ped/Adol
Polio-IPV

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ <http://www.cdc.gov/vaccines/pubs/pinkbook/pink-chapters.htm>

Vaccine	Dose	Date	Age	Clinic				
<b>Tetanus containing</b>								
DTaP-HepB-IPV (Pedia		08/15/2005	0Y 2M 8D	PR				
DTaP-IPV (Kinrix)	1	10/20/2005	0Y 4M 13D	PR				
DTaP	2	01/10/2011	5Y 7M 3D	IZRUS IZ				



# Reports/Forms Module

Once on the Reports/Forms screen, you can click on the links below to view the document or run the report. Reports can also be printed or saved to your computer.

To run reports and view forms, click on the Reports/Forms link.

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC



## Reports/Forms

Click on one of the links below to view the document

## Patient

- Immunization Record (Yellow Card)
- Patient Administrative Record
- Batch Patient Administrative Record
- College Certificate of Immunization
- School Certificate of Immunization (Page 1)
- School Certificate of Immunization (Page 2)
- IZ History/Risk/Recommendations

## Forms / Informational Documents


- ACIP Child Immunization Schedule
- ACIP Adolescent Immunization Schedule
- ACIP Child and Adolescent Catch-up Immunization Schedule
- ACIP Adult Immunization Schedule
- Colorado Board of Health School Requirements
- CDC Travel Vaccine Recommendations
- Provider and Clinic Information
- Product Listing
- Vaccine Information Statements (VIS) - English and Spanish
- Vaccine Information Statements (VIS) - Other Languages

- es
- cautions/
- Contraindications
- ents
- Immunizations
- Reports/Forms
- ☒ Settings
  - Change Password
  - Password Questions
  - User Defaults
  - User Vaccine Defaults



# Settings Module

**PROVIDER:** IZ R US PROVIDER TYPE 3, **CLINIC:** IZ R US CLINIC



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User Vaccine Defaults

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## Change Password

Click "Update" to save the record or "Cancel" to discard changes.

### Edit

<b>Username</b>	<b>Existing Password</b>
<input type="text" value="TESTED"/>	<input type="password"/>
<b>New Password</b>	<b>Confirm New Password</b>
<input type="password"/>	<input type="password"/>

- Passwords must be a minimum of 8 characters long.
- Passwords must include at least one number. (0-9)
- Passwords must include at least one special character. (Ex: #, %, \*, !, \$, etc.)
- Passwords must be changed a minimum of 2 times before re-use.

**Step 2: To change your password, complete the information in the Edit box and click on "Update."**

**Note: Be sure your new password meets these requirements.**

**Step 1: From the Settings module, you can change your password or update the responses to your password questions.**